

_____ COUNTY DETENTION CENTER
POLICIES AND PROCEDURES

Chapter	15	IPREA	Policy # 15.4
Subject	4	Training and Education	
Effective Date:		Revision Date:	
Sheriff's Approval:			

Policy:

The _____ County Detention Center shall verify that all employees, staff, volunteer(s), and/or contract services personnel who may have contact with inmates shall complete IPREA training prior to having or being allowed access into areas having any possible inmate contact.

Purpose:

With this policy, the _____ County Detention Center has established practices that will ensure that all persons who have contact with inmates are trained in the Zero Tolerance policy and ways to detect, respond and report incidences of sexual abuse or sexual harassment within the facility for the protection of inmates

References:

Idaho Jail Standards, Chapter 12
IPREA Standards §115.31 to §115.35

Procedures:

§115.31 – Employee Training

The agency shall train all employees who may have contact with inmates on:

- (1) Its zero-tolerance policy for sexual abuse and sexual harassment;
- (2) How to fulfill their responsibilities under agency sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures;
- (3) Inmates' right to be free from sexual abuse and sexual harassment;
- (4) The right of inmates and employees to be free from retaliation for reporting sexual abuse and sexual harassment;
- (5) The dynamics of sexual abuse and sexual harassment in confinement;
- (6) The common reactions of sexual abuse and sexual harassment victims;
- (7) How to detect and respond to signs of threatened and actual sexual abuse;

- (8) How to avoid inappropriate relationships with inmates;
- (9) How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming inmates; and
- (10) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

All training shall be documented in the staff's training file and shall include, at a minimum:

- (1) subject/topic areas covered;
- (2) date training received;
- (3) signature of persons receiving the training
- (4) name and bio of the trainer/instructor; and
- (5) results of performance evaluations and/or testing, if applicable

Employee training shall be tailored to the gender of the inmates at the employee's facility. The employee shall receive additional training if the employee is reassigned from a facility that houses only male inmates to a facility that houses only female inmates, or vice versa.

(This procedure not necessary if there aren't different facilities for male and female inmates)

The _____ County Detention Center will provide the above training upon employment and every two years thereafter for all employees in the detention center.

In years in which an employee does not receive refresher training, the agency shall provide refresher information on current sexual abuse and sexual harassment policies.

Each year the employee will be required to sign that he/she understands the training that they have received and a copy of that form and the training received will be kept in the employee's training file.

§115.32 Volunteer and Contractor Training

All volunteers and contractors who have contact with inmates shall be trained on the following:

- (1) The agency's policy of zero-tolerance regarding sexual abuse and sexual harassment and how to report such incidents.
- (2) Their responsibilities under the department's sexual abuse and sexual harassment prevention, detection, and response policies and procedures.

Volunteers and contractors who have contact with inmates shall also receive a modified version of the staff PREA training, relative to the type of service the volunteer provides to inmates.

The agency shall maintain documentation confirming that volunteers and contractors understand the training they have received and the specific subject taught.

§115.33 Inmate Education

During the intake process, the booking deputy will provide verbal and written information about the department's Zero Tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment. This information will be provided in the following format: (These are examples only. List here how you will provide this information at intake)

- (1) Explained verbally by the booking officer;
- (2) Inmate handbook;
- (3) Flyer;
- (4) Form that inmate reads and signs;
- (5) Video;
- (6) Audio explanation

A further comprehensive and in-depth education instruction session shall be conducted within 30 days of intake. This will be accomplished through: (These are examples only. List here how you will do this comprehensive and in-depth training):

- (1) Educational video specifically addressing IPREA rules and regulations;
- (2) Audio recording explaining in-depth the IPREA rules and regulations;
- (3) Staff or IPREA Coordinator personally meeting with the inmate for instruction.

The _____ Detention Center shall maintain documentation of inmate attendance and the content of the education given the inmate.

Written materials shall include a Spanish interpretation. For languages other than Spanish, staff shall use an interpreter to communicate the agency's zero tolerance policy from: (Examples only. List here how you will provide the help for other languages. Before listing, be sure to actually put this resource actively in place or be able to access it immediately without having to research it when an inmate needs it)

- (1) Language line (list which one)
- (2) Interpreter from university
- (3) Interpreter from court services
- (4) Interpreter from immigration

Staff shall personally explain the Zero Tolerance policy to inmate's who cannot read, have low reading skills, or who have cognitive or developmental disabilities

The _____ Detention Center will not rely on inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first response duties, or the investigation of the inmate's allegations.

The _____ Detention Center shall also assist and ensure that the Zero Tolerance policy and reporting methods of sexual abuse are communicated to those inmates who are hearing impaired, have physical or other mental disabilities, to include intellectual, psychiatric, or speech disabilities. "Large print" versions will be available to help ensure effective communication for inmates with visual disabilities. (Only add this last sentence if you are able to do this.)

Other informational material such as posters and/or handouts shall be accessible and visible to inmates throughout the facility on: (Examples only. List what applies in your agency.)

- (1) Walls of housing units
- (2) Walls of recreation rooms
- (3) Bulletin boards
- (4) Kiosk
- (5) By request

§115.34 Specialized Training: Investigations

The IPREA Coordinator shall ensure that facility investigative officers, in addition to the training provided to all staff, receive training in conducting investigations of sexual misconduct in a facility setting. This training shall be documented in the officer's training file.

This training shall include techniques for interviewing victims of sexual misconduct, including techniques specific to juvenile victims, proper use of Miranda and Garrity warnings, sexual misconduct evidence collection in facility settings, and the criteria and evidence required to substantiate a case for administrative action or prosecution referral.

§115.35 Specialized Training: Medical and Mental Health Care If you have no medical staff that works in your facility, you can disregard this policy and procedure.

All full and part-time medical and mental health care practitioners who work regularly in the _____ Detention Center shall receive specialized training on the following:

- (1) How to detect and assess signs of sexual abuse and sexual harassment;
- (2) How to preserve physical evidence of sexual abuse;
- (3) How to respond effectively and professionally to victims of sexual abuse and sexual harassment; and

- (4) How and to whom to report allegations or suspicions of sexual abuse and sexual harassment.

Any medical personnel of the agency who conducts forensic examinations shall receive the appropriate training to conduct such examinations. (You may disregard putting this in the policy and procedure if this won't be done in your agency.)

Medical and mental health care practitioners in the facility shall also receive the training mandated for employees under §115.31 or for contractors and volunteers under §115.32, depending upon the practitioner's status at the agency.

Medical and mental health care practitioners completing the above training shall sign a document acknowledging that they understand the training they have received. All training documentation shall be maintained in the training file.